

# UNIVERSITY OF RHODE ISLAND

## Department of Music

### FACILITIES RESERVATION REQUEST FORM

Submit this form to Department of Music, Fine Arts Center -- Room E102, University of Rhode Island, Kingston, RI 02881, Attn: Facilities Coordinator. Telephone: 401-874-5584. All pertinent information must be filled in. You will be notified as soon as possible whether or not your request can be granted. Submission of this form does not guarantee its approval.

Name \_\_\_\_\_ Organization \_\_\_\_\_  
Current Address \_\_\_\_\_

Business/Campus Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Best Time to Call \_\_\_\_\_ Date of Request \_\_\_\_\_

Reason for your request: (check one)

\_\_\_\_\_ University Artist Series concert

\_\_\_\_\_ URI music ensemble concert

\_\_\_\_\_ Student recital (Junior – Senior – Grad)

\_\_\_\_\_ Rehearsal

\_\_\_\_\_ Jury or audition

\_\_\_\_\_ Outside group performance

Specify: \_\_\_\_\_

\_\_\_\_\_ Outside individual performance

Specify: \_\_\_\_\_

\_\_\_\_\_ Other use

Specify: \_\_\_\_\_

\_\_\_\_\_ Other music department event

Specify : \_\_\_\_\_

Please check the rooms or space you need:

\_\_\_\_\_ Concert Hall

\_\_\_\_\_ Rehearsal room (C100)

\_\_\_\_\_ Dressing room (in the Recital Hall)

\_\_\_\_\_ Practice rooms (Number: \_\_\_\_\_)

\_\_\_\_\_ Classroom E205

\_\_\_\_\_ Piano Laboratory H106

\_\_\_\_\_ Concert Hall lobby/hall way

**DATE AND TIME** (Complete one Reservation Form for each concert, recital, rehearsal, or event.)

Please indicate your 1st and 2nd choices of dates and times. (When giving your open and close time preferences, be sure you include time for set-up, tear-down, warm-ups, and any pre-concert touch-ups.)

1st choice date: \_\_\_\_\_ Approved \_\_\_\_\_ Refused \_\_\_\_\_

Time when you will open the Hall: \_\_\_\_\_ Time when you will close the Hall: \_\_\_\_\_

Time when your concert, recital, rehearsal or event starts: \_\_\_\_\_

2nd choice date: \_\_\_\_\_ Approved \_\_\_\_\_ Refused \_\_\_\_\_

Time when you will open the Hall: \_\_\_\_\_ Time when you will close the Hall: \_\_\_\_\_

Time when your concert, recital, rehearsal or event starts: \_\_\_\_\_

#### SIGNATURES AND APPROVALS

Please sign below if you (and all others in your group or organization) agree to leave the facilities neat and clean, and for any event that is not overseen by URI Music event management staff, you agree to return all equipment to designated spaces, assume full responsibility for damage to equipment and facilities beyond normal wear and tear, carefully monitor all areas being used during the entire time of approved use, turn off all lights after use, and lock all doors (and pianos) after use.

Responsible Person: Name \_\_\_\_\_ Signature \_\_\_\_\_

Faculty Sponsor: Name \_\_\_\_\_ Signature \_\_\_\_\_

Facilities Coordinator Approval: Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair Approval: Signature \_\_\_\_\_ Date \_\_\_\_\_

(Consider your request granted only after you receive a copy of this request with all signatures complete.)

#### SERVICES AND EQUIPMENT

1. For any event in the Concert Hall please fill out the separate Concert Hall Pre-Production Request Form describe your set-up and all equipment and technical needs then place it into the Concert Hall Manager's mail box by the Music Office.

2. For all other rooms including C100 Rehearsal Room , H106 Piano Lab, and E205 Classroom please write a description of the set-up and equipment/technical needs below or attach a separate sheet:

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3. Access to some URI Music facilities may require a key, swipe card or code. Please contact the Facilities Coordinator (Gerry Heroux at muslib@uri.edu or 401 874-5470) to arrange for access.

4. Piano and harpsichord tuning is by approval of the Facilities Coordinator. Any request for tunings beyond those already scheduled for the Music Department by the Departmental piano technician may be at your cost (\$95.00 payable to the University of Rhode Island Department of Music). Please contact the Music Department Facilities Coordinator to determine your tuning options.

Comments: \_\_\_\_\_

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**CHANGE OF PLANS**

It is very important that the Concert Hall be used effectively. If you find that you will not need to use your reserved time, please inform the Department of Music as quickly as possible so that your reserved time may be used by someone else.